



Procurement Partner - Level 5 (MIS19292)

Group:	<i>Corporate Services and Transformation</i>	Location:	<i>East Perth - Mineral House</i>
Division/Directorate:	<i>Finance</i>	Supervises:	<i>0</i>
Branch:	<i>Procurement and Contracts</i>	Reports to:	<i>Senior Procurement Partner</i>
Section:	<i>NA</i>		

Operational Context

The Finance Directorate strives for best practice in the delivery of financial planning, management, accounting services, procurement and contract management for the Department. The Branch also provides strategic advice, guidance and reporting, to support operational groups in achieving their corporate and Government objectives.

Role Overview

This position is responsible for providing specialist advice on routine procurement, contract development and contract management matters, assists with business planning and scoping of specific projects, liaising with contractors and vendors. The role provides specialist advice to clients and across business units and works collaboratively to achieve common goals through contemporary strategies and to facilitate continuous business improvements.

Building Leadership Impact as a Leader of Others

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles. Leadership in this position is about delivering high-quality work as a specialist in their domain of expertise, balanced with a focus on training, motivating and enabling others.

Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

- Provides coaching and mentoring to support education and awareness raising on the procurement process.
 - Identifies, develops and implements continuous improvement strategies impacting on the efficient and effective delivery of services.
 - Interprets contract law requirements in procurement and understands the appropriateness of different terms and conditions.
 - Ensures compliance with government and agency policy and processes.
 - Establishes and maintains effective communication and collaborative working relationships with relevant stakeholders.
 - Develops medium to high-risk contracts, including preparing procurement plans, tender documents, and undertakes evaluation and contract formation.
 - Participates in planning for the redevelopment of existing contracts, contributing to the scoping of new projects and consideration of innovative procurement options.
 - Provides advice to clients, contractors and potential suppliers on contract development and management issues.
 - Undertakes contractor due diligence and provides advice on the evaluation of contractor performance.
 - Understands and facilitates the assessment of the procurement risk.
 - Prepares for and facilitates straightforward contract negotiations.
 - Provides advice to business units on market research and how to apply findings to manage and inform procurement decisions.
 - Uses procurement systems to maintain accurate procurement records.
 - Initiates, develops and contributes to operational policies and procedures, including the provision of procurement policy advice.
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Corporate Responsibilities

The following outlines departmental responsibilities:

- Acts ethically and supports others to do the same, in line with the departments Values and the Code of Conduct.
 - Takes reasonable care to protect your own safety, health and wellbeing at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
 - Performs other duties as directed.
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Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- Demonstrated knowledge and experience in the delivery of procurement services, including tender and contract management practices and procedures.
- Demonstrated knowledge and experience in the interpretation and application of the legislative and other regulatory provisions that govern purchasing in the public sector.
- Demonstrated experience preparing well written procurement and technical documents and communicating procurement issues to a range of stakeholders.
- Demonstrated ability to establish and maintain constructive professional working relationships with a diverse range of people both internally and externally, with the aim of gaining co-operation, meeting customer needs, expectations, best practice and common goals.
- Possession of or progress toward a relevant tertiary qualification would be an advantage.

Expected Leadership Behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Leader of Others - Knowledge](#), the following outlines those that are required to undertake this role:

- **Lead Adaptively** - You proactively extend your knowledge, skills and expertise to ensure your contribution continues to add value.
 - **Embody The Spirit of Public Service** - You display and embody the spirit of public service in all your decision making, interactions and professional activities.
 - **Build Capability** - You contribute to the development of those in your team or work area by understanding their current capabilities and striving to develop them further.
 - **Deliver on High Leverage Areas** - You identify and understand the competing priorities of your work area, prioritising essential tasks and making adjustments as appropriate.
 - **Dynamically Sense The Environment** - You continually clarify objectives and provide guidance where necessary.
 - **Think Through Complexity** - You understand and respect the need for compliance to minimise risk in your work and ensure your team complies with the required policies, procedures and processes.
 - **Lead Collectively** - You seek to build and maintain effective working relationships with others, and are mindful of the partnerships that support your efforts to deliver value for your team and work area.
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This position reports to:

Senior Procurement Partner

Position No: 00000278

Classification: L6

Positions reporting to this Role:

This position has no direct reports

Position Conditions:

The following outlines pre-employment assessments and ongoing conditions and requirements:

- High integrity required for conflicts of interest
- Nationally Coordinated Criminal History Check

Approved Date

05-MAR-2026